

From: [NC Support](#)
To: [Kent Smith](#)
Subject: Completing the Code of Conduct
Date: Friday, July 10, 2015 10:42:11 AM
Attachments: [Neighborhood-Council-Board-Member-Code-of-Conduct-Policy.pdf](#)

Hi Kent,
I hope the email finds you well.

Our records currently show that you are at this time an active member of the Downtown Los Angeles Neighborhood Council. The record also indicates that you have not yet completed (submitted) the Code of Conduct that all Neighborhood Council board members are required to complete/sign. I have attached a copy of the document to this email. Please print, read and sign the document (where indicated) and email it to ncsupport@lacity.org or you can fax it via **213-978-1751** or mail it to

Dept of Neighborhood Empowerment
200 N. Spring St, 20th Floor
Los Angeles, CA 90012

Tom H

*Best Regards,
NC Support Team*

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005

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